

# **CHARTER**

## **National Incident Management Organization Implementation Task Group**

### **I. BACKGROUND**

On January 24, 2005, the National Wildfire Coordinating Group (NWCG) accepted the Phase I report from the interagency group which analyzed the purpose and need for a National Incident Management Organization (NIMO). As a follow-up action, the NWCG determined the need for development of a feasibility and implementation plan for the nine recommendations in the NIMO study.

To accomplish this, NWCG has formed, chartered, and delegated authority to a task group to complete this project, which will be known as NIMO Phase II. The NIMO Implementation Task Group will be an interagency group which will work with other task groups, specialists, committees and working teams in producing a product to be delivered to the NWCG parent group at their Fall (October) 2005 meeting.

### **II. NAME**

NIMO Implementation Task Group

### **III. MISSION**

Develop a feasibility and implementation plan for the nine recommendations in the NIMO study as defined in the January 2005 Phase I report to NWCG. The deliverables will include a report and specific recommendations for implementation. The task group will involve representation from agency administrators, human resources, fiscal, employee relations/union and subject matter experts as needed. This task will require coordination with state, local and tribal cooperators in order that cooperative and reciprocal agreements are reflected in the implementation recommendations.

The task group will develop a communication plan that describes how work and information will be shared with state, local, tribal and the five federal agencies that have wildland fire and all-risk responsibilities.

#### IV. **OBJECTIVES**

1. Organize for success and address budget and staff support needs for the task group.
2. Establish leadership roles and responsibilities (co-leads by FS and DOI representatives).
3. Evaluate the probability of success of the NIMO team recommendation in context with the two imperative actions that the Phase I report was predicated on. This evaluation should address the timing and degree of effort required for the implementation of the report's nine key recommendations and the resultant interactions that would affect the success of the NIMO team recommendation.
4. Examine the potential impacts to the existing National Type 1 Incident Management Teams (IMTs) that may result from the implementation of the NIMO team recommendation. This effort should focus on such things as: the number of standing Type 1 IMTs that would be needed and the ability to recruit and fill positions on those Type 1 IMTs.
5. Develop an implementation plan and schedule for establishment and operation of NIMO as defined in the Phase I report, January 2005, to include the following:
  - a. Develop and classify position descriptions for Command and General Staff positions within NIMO.
  - b. Analyze budget alternatives for implementation including fund codes and sources. Include alternatives for phasing in NIMO in 3 to 5 years and/or other recommended timeframe.
  - c. Develop a proposed organization and chain of command for NIMO.
  - d. Define the roles and responsibilities of NIMO including possible non-incident work activities (e.g. training, fuels, planning, etc.).
  - e. Analyze infrastructure and support needs for the NIMO organization.
  - f. Develop recommendations on team rotation protocol and transition schedule considering integration with existing Type 1 and Type 2 Incident Management Teams.
  - g. Develop procedures for the use of state and local personnel within NIMO, (for example, IPA and other short and long term arrangements).
  - h. Review existing national and geographic agreements for compatibility.
6. Develop implementation plan for remainder of Phase I report recommendations. Include specific actions, timeline and responsibilities for each item.
7. Provide periodic updates to NWCG to include a presentation at the spring (May) 2005 meeting.
8. Present final draft recommendations, report and communications plan to the parent group at the Fall (October) 2005 meeting.

## V. **ORGANIZATION**

**Gregory Greenhoe** – USDA Forest Service, Task Group Co-Chair

**Sue Husari** – USDI National Park Service, Task Group Co-Chair

**Rich Homann** – NASF Representative, State of Colorado

**Cory Winnie** – USDI Bureau of Indian Affairs, Northwest Region FMO

**Sean Cross** – USDI Bureau of Land Management

USDI Fish & Wildlife Service

Human Resource Specialist

Fiscal and Accounting Specialist

NIFC Public Affairs Specialist

**Edy Williams-Rhodes** – NWCG Liaison

## VI. **NWCG AUTHORITIES AND RESPONSIBILITIES**

This document establishes the charter and delegation of authority to the NIMO Implementation Task Group to allow them to proceed and accomplish their assigned tasks and program of work.

## VII. **TASK GROUP CO-CHAIR AUTHORITIES AND RESPONSIBILITIES**

The Task Group Co-Chairs have the following authority and responsibilities once this charter is approved by NWCG:

- Authorized to convene meetings and schedule agenda items.
- Make specific work assignments to Task Group members, or appoint sub-groups to work on specific projects within the project plan; Depending on workload analysis of the organizational feasibility study described in Item III, #3, above, a separate sub-group may be required.
- Distribute copies of the Task Group minutes within 7 days after a meeting to Task Group members and NWCG liaison.
- Represent the Task Group in presenting recommendations to NWCG and in contacts with outside individuals or groups.
- Recommend to NWCG the need for further resources and authorities if they become evident.
- Bring irresolvable issues back to NWCG for decisions.
- Keep NWCG and Task Group members advised as to meeting dates and locations.

## VIII. **VICE-CHAIR AUTHORITY AND RESPONSIBILITY**

To provide for the eventuality that the Co-Chairs are absent, a Vice Chair will be appointed by the group. The Vice Chair has the following authority and responsibility:

- In the absence of the Co-Chairs, the Vice Chair will assume the duties of the Co-Chairs.

## IX. **MEETINGS and REPORTS**

A representative of the NIMO Task Group will attend NWCG meetings and provide periodic progress reports in accomplishing the tasks that have been assigned to the group.

Special findings and reports will be appropriately published after being approved by NWCG. NWCG NIMO Task Group Liaison will be advised of meeting schedules, financial considerations, objectives, work schedules, and work area descriptions.

## X. **APPROVAL**

This Charter is effective as of the date of approval by the NWCG. The Charter may be revised upon recommendations of a majority of the Task Group Members and with the concurrence of NWCG.

/s/ Kirk Rowdabaugh  
Kirk Rowdabaugh, Chair  
National Wildfire Coordinating Group

4/11/2005  
Date